

**BY ORDER OF THE  
375TH AIRLIFT WING COMMANDER**



**SCOTT AIR FORCE BASE  
INSTRUCTION 24-102**

**1 MAY 2004**

**Transportation**

**VEHICLE ABUSE/ACCIDENT REPAIRS AND  
REIMBURSEMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes repair and reimbursement processes for damage to vehicles resulting from accident or abuse; assigns responsibility for the cost of those repairs in accordance with Air Force Manual (AFMAN) 24-307, *Procedures for Vehicle Maintenance Management*, paragraph 1.28.

**SUMMARY OF REVISIONS**

This revision changes the reference 375th Transportation Squadron to 375th Logistics Readiness Squadron (LRS) because of the 375th Airlift Wing reorganization. **A bar ( | ) indicates revision from the previous edition.**

**1. Procedures.** Upon notification or identification of damage resulting from an accident or suspected abuse (defined as other than normal wear and tear), the following procedures apply:

1.1. The Customer Service Section will initiate and forward a work order to estimate the cost of repairs to Vehicle Maintenance Control and Analysis (MC&A). The MC&A will document, track, control discrepancies, and prepare an estimate of the repair cost on Air Force (AF) Form 1823, **Vehicle and Equipment Work Order**. The vehicle maintenance manager or superintendent will review the estimate and forward to 375 LRS/CC. The 375 LRS/CC will review the estimate and send a package to the commander of the unit responsible for the damage. The package will include a cover letter, copy of the work order showing the projected costs to repair the vehicle, unsigned "Transfer of Funds Letter" (**Attachment 2**), and unsigned "Vehicle Release Letter" (**Attachment 3**).

1.2. The unit commander or designated representative will be responsible for investigating accident or abuse cases for vehicles assigned to his or her unit. The 375 LRS is responsible for identifying suspected abuse cases. If the unit does believe the incident was vehicle abuse, the Vehicle Control Officer (VCO)/Noncommissioned Officer NCO should contact the vehicle maintenance manager or superintendent with applicable information. Arbitration of the case will follow the chain of command until resolved. The 375 LRS will hold any repairs to the damaged vehicle until the unit commander returns

the vehicle release letter, indicating he or she no longer needs access to the vehicle for the investigation of the vehicle accident or abuse. Funding for all vehicles damaged from accidents or abuse will be supplied by either the organization owning the vehicle or by the organization using the vehicle at the time of damage. The 375 LRS will not begin repairs on the vehicle until after receipt of the signed Transfer of Funds Letter, unless approved by 375 LRS/CC. The letter will be forwarded to Accounting and Finance for execution of reimbursement. All correspondence will be maintained in the vehicle's history file.

1.3. The unit commander may pursue collection from the responsible individual through the Report of Survey Process (Ref: AFMAN 23-220, *Reports of Survey for Air Force Property*). **NOTE:** When individual payment for damage is anticipated, the actual amount of the repair will be computed using AF Form 20, **Repair Cost and Repairable Value Statement**, which can be accomplished after the repairs are made and the work order has cleared the on-line Vehicle Integrated Management System.

**2. Forms Adopted:** AF Form 20, **Repair Cost and Repairable Value Statement**, and AF Form 1823, **Vehicle and Equipment Work Order**.

SHELLEY D. CHRISTIAN, Colonel, USAF  
Commander, 375th Mission Support Group

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFMAN 24-307, *Procedures for Vehicle Maintenance Management*

***Abbreviations and Acronyms***

**AF**—Air Force Form

**AFMAN**—Air Force Manual

**LGS**—Logistics Readiness Squadron

**MC&A**—Maintenance Control and Analysis

**NCO**—Noncommissioned Officer (Enlisted)

**VCO**—Vehicle Control Officer

**Attachment 2****SAMPLE - TRANSFER OF FUNDS LETTER**

MEMORANDUM FOR 375 CPTS/FMA

FROM:

SUBJECT: Transfer of Funds

Request the transfer of funds in the amount of \_\_\_\_\_ from RC/CC  
\_\_\_\_\_ to RC/CC 234210 to reimburse repairs on Vehicle # \_\_\_\_\_.

Resource Advisor

**Attachment 3**

**SAMPLE - VEHICLE RELEASE LETTER**

MEMORANDUM FOR 375 LRS

FROM:

SUBJECT: Vehicle Release Letter

We no longer require USAF Vehicle # \_\_\_\_\_ to be held for our investigation. It is hereby released to Vehicle Maintenance for repairs.

VCO/VCNCO